

REPORT OF THE  
UNIVERSITY LIBRARIAN  
1970 - 71

**THE UNIVERSITY OF ALBERTA**

Cover. The one millionth book. Graham's *Notes of a Sporting Expedition in the Far West of Canada 1847*.

Photo by Roy Barter.

THE UNIVERSITY OF ALBERTA

REPORT  
OF THE  
UNIVERSITY LIBRARIAN  
TO THE  
PRESIDENT

*For the period*

*April 1, 1970 to March 31, 1971*

Edmonton, The University of Alberta, 1971



The President, Dr. Max Wyman, speaking on the occasion of the accession of the one millionth book.

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## INTRODUCTION

On May 26, 1970 the library reached a pinnacle in collection development towards which it had long struggled. This was its 999,999th and one millionth volumes. The achievement of this goal was marked by a happy occasion at which Dr. Henry Kreisel, retiring Chairman of the Library Committee, was the chief speaker. The book accessioned before the millionth was an appropriate title in this age when young people on campuses are concerned with the spoliation of the earth's resources: Henry W. Elliott's first and suppressed report on Pacific sealing, *The Prybilov Group, or Seal Islands, of Alaska*. The millionth title was Sir Frederick Ulric Graham's *Notes of a Sporting Expedition in the Far West of Canada, 1847*, privately printed in perhaps not more than a score of copies; it describes a hunting expedition as far as Fort Edmonton. The first-mentioned was donated by Mr. Richard Mohr, the millionth by the General Alumni Association who were represented at the ceremony by the president, Mr. Norman A. Lawrence, and the secretary, Mr. Alex G. Markle.

And now we seek to scale those further, higher peaks of two and three million volume collections. Whether in the attainment of these goals the Library can approximate the timetable imposed by the Library Committee will depend upon the level of financial support. Over the reporting year, the Library was made painfully aware of the financial stringency caused when student enrolment is less than projected, for the lower university revenue necessitated the freezing of a hundred thousand dollars of books funds. Since The University of Alberta is committed to being a major institution of graduate studies and research, it is hoped that the Library's book funds will continue to receive a high level of support. Recent surveys of libraries which are members of the Association of Research Libraries show that given the category to which The University of Alberta belongs according to its graduate and research programme, our library is at least a million volumes short of the median of other institutions which attempt to maintain academic programmes of a comparable level.

Last year reference was made to the systems study of the Library's organization. Throughout the reporting year an internal implementation committee chaired by Mr. G. G. Turner, Associate Librarian, studied and implemented some of the recommendations. There are opposing views on other of the recommendations and consequently these are still under debate.

The most notable recommendation implemented saw all circulation services in the Library system placed under a Co-ordinator of



Miss Norma Friefield,  
Co-ordinator of  
Circulation Services.

Circulation Services. One objective was to eliminate procedural inconsistencies between service points and to take the fullest possible advantage of the automated circulation system. Another objective was to co-ordinate the Reserve Room and Evening Credit activities of the various library departments. A third was to physically separate circulation and information service functions in the subject libraries in order to enable the information services to develop more effectively. And last, to permit the most efficient utilization of library manpower resources in an effort to minimize the increasing costs normally associated with an increasing circulation. The new organization quickly proved that it was cost saving in the Humanities and Social Sciences areas where two professional librarians were relieved of involvement in circulation routines, and assigned to other duties, and where without any increase in staff members, a 17% increase in circulation was absorbed. Miss Norma Friefield was promoted to the new position of Co-ordinator of Circulation Services.

At the end of the reporting year the Collège Universitaire Saint-Jean became affiliated with The University of Alberta. While the college will retain a large degree of autonomy, it is anticipated that its library will co-ordinate its programme closely with the University Library system. With the imminent establishment of both Athabasca University and Grant MacEwan College in the greater Edmonton



area there is a probability that The University of Alberta Library will be expected to offer some service to these institutions, at least during their developmental stage.

The year saw a provincial study of library service in post-secondary institutions undertaken by a Steering Committee on Library Development. The final report was presented to the Alberta Universities Commission in April, 1971. The committee's achievement was not in bringing in recommendations, but rather in identifying library problems in Alberta. The five problems considered to be of fundamental importance were:

- (a) insufficiency of existing resources to support institutional programmes;
- (b) inadequacy of physical facilities;
- (c) the need for accepted criteria for the development of post-secondary libraries;
- (d) ensuring co-operative arrangements to maximize utilization of present and future resources and facilities;
- (e) provision for the establishment and development of library resources in new post-secondary institutions.

The Librarian and the Chairman of the Library Committee, Dr. Ernest Hodgson, served on the committee.

A wider investigation was made of the feasibility of co-operation among university libraries in the Prairie Provinces. It had its inception in 1968 with a proposal from the Interprovincial Committee on University Rationalization for a study of interlibrary automation. The committee (hereafter referred to as IPCUR) appointed a team from Kent State University, headed by Dr. Russel Shank, to survey Western Canadian libraries and to report on the feasibility of automated systems linking the libraries in order to bring about library rationalization within the IPCUR region. The original IPCUR interest envisaged the automation of library operations permitted by the use of electronic computers in each library and all libraries linking their several activities by means of standard communication circuits. Dr. Shrank advised caution:

We believe that the technology of the present and the likely advances in the next ten years means that such a system is technologically, but not economically, feasible.... We cannot recommend that these schools invest in the as yet risky business of attempting to develop a total automated regional library system.

Dr. Shank went on to comment that the benefits of automated systems are more immediately perceptible in housekeeping systems such as circulation control and acquisitions, and in the creation of a machine-readable record of holdings from which may be de-

veloped "automated systems that improve the quality, the amount of service, and provide for faster service." In the continuing debate on library co-operation the Council of Western Canadian University Librarians (COWCUL) has been accepted by IPCUR as its advisory committee.

The leadership shown in recent months by the National Library of Canada in investigating the feasibility of a national library system, and in organizing task forces on the standardization of cataloguing rules and of subject headings for Canadian materials, is the most significant inter-library development of the decade.

## **COLLECTION BUILDING**

As indicated earlier in this report the Library in a ceremony on May 26, 1970 added the millionth volume. In 1970-71 accessions reached 144,979 volumes, an increase of 8,436 volumes over the intake of the previous year. However, some of these accessions were from material belonging to two special collections purchased earlier and placed in storage. The Cataloguing and Periodicals Department processed 142,717 volumes, an increase of 20,153 volumes, or 16.4%. The breakdown of material was as follows: monographs, 104,619; serials, 13,604; periodical volumes, 24,494.

The Selections Department is responsible for locating special subject collections for purchase. Because of the current recession in the secondhand book market the Library was able to select titles from collections offered rather than having to purchase the collections in toto, thus realizing substantial savings in book funds. One purchase was a 1,500-volume collection of English literature for the period 1780-1850, part of a library founded by Ernest Augustus, Duke of Cumberland, later King of Hanover. Another purchase was 1,060 volumes of French literature by writers of the Romantic period. A third collection was of twentieth century American political and social movements. Nearly 2,000 volumes of philosophy were selected from several collections.

The Documents Section received a total of 28,766 documents from governmental issuing agencies. During the year 8,751 were sent to other library departments and 13,409 were either discarded or stored as duplicates, leaving only 10,202 items to be added to the Documents collection. The Reference Department in the interest of relevancy added new editions and at the same time discarded outdated materials: thus 938 pamphlets were added, and 392 discarded; 299 telephone directories added, and 90 discarded; 780 university calendars added and 369 withdrawn.

According to the records of the Micromaterials Librarian, 7,612 titles were added; this figure for titles is not comparable with

other years since formerly a series might be catalogued as a single title. The various micromaterials added were as follows: microfilm reels, 3,949; microfiche sheets, 25,019; microcards, 7,296; micro-print sheets, 2,257.

The Education Library added a further 642 microfilms and another 15,000 microfiche, the latter all being issued by the Educational Research Information Centre. To the above must be added another 188 microfilm reels of legal material received in the Law Library.

The Curriculum Laboratory's holdings were augmented by a miscellany of audiovisual materials which are to be found listed under the report of the Education Librarian.

The Library again enjoyed the support of many donors of whom the principal were the following: Grande Prairie Public Library, 400 volumes; estates of C. S. Garnett, Dr. W. D. McDougall, and A. W. McIntyre, extensive collection of Canadiana titles; Takumi Kiryu and Yuichi Kurimoto, 214 and 124 volumes respectively of Japanese culture and history; W. Pender, 30 volumes of scarce Australiana in facsimile; Mr. D. L. Burt, 81 volumes on physical education; G. Lovatt, J. G. Ruffle, J. Saunders, and L. von Berthalanffy, many volumes in science, particularly from the field of mathematics; and many other donations by good friends of the Library. The Canadian Polish Congress, Alberta Branch, under the presidency of General R. Wolikowski, in an appropriate ceremony on November 13 donated a further collection of 182 volumes, many of them scarce titles, to further strengthen the Library's section on Polish history and culture. The record would not be complete without again making reference to the donors of the 999,999th and 1,000,000th volumes, namely Mr. Dick Mohr and the General Alumni Association.

## **USE OF LIBRARY MATERIALS**

The clientele in our open access stacks removed two million books and periodical issues from the shelves to consult and read. Which books were merely sampled, which swallowed without tasting, and which were chewed and digested, statistics cannot indicate. Perhaps the internal use of 1,024,727 volumes represents the books sampled to supply a fact or to verify a supposition, while those taken for external use, 996,540, were intended to be chewed and digested. Both figures represent a 17% increase in use over the previous year. As stated elsewhere the percentage increase in the number of borrower transactions has been absorbed without any increase in staff in public service departments largely because of the introduction of an automated circulation control system, and

the centralizing of control of circulation services. However, it must be borne in mind that automated records are only half of a loan transaction; the reshelving of returned books requires as much manual labour as ever.

The use of the micromaterials in the Cameron Library increased sharply. Persons using the readers in the Micromaterials Reading Room numbered 3,729, which represented a 75% increase. They used 10,539 items of micromaterial as compared to 6,423 in 1969/70. In addition to the material read in the area, 555 items were borrowed for use externally.

Increasingly our collection is being called upon to supply the research needs of scholars elsewhere. Through the Interlibrary Loan Service our Reference Department sent to other libraries 3,329 photocopy requests and 1,902 books on loan, that is, a total of 5,231 needs in other libraries were satisfied. Our Library was able to supply five-eighths of incoming requests from other institutions. The following statistics of requests from institutions in the Prairie Provinces are for ten months of the year:

Manitoba	480
Saskatchewan	676
Alberta	
Colleges & Universities	991
Junior Colleges	287
Corporations	493
Technical Institutions	391
Other	191
	2,353

Thus, seven-fifteenths of incoming interlibrary loan requests are from other libraries in the Prairie Provinces.

The same study showed that the principal external sources used to obtain library materials for University of Alberta scholars are the libraries of the Universities of British Columbia and Toronto with 773 and 698 completed requests respectively. The National Research Council Library and National Library come third and fourth with 201 and 193 volumes. Other libraries used reasonably often as a source, arranged in order of the quantity supplied, are McGill, the Federal Department of Agriculture, Harvard, Calgary, Illinois, Berkeley, and Manitoba. From libraries in Great Britain came 49 books and photocopies of material not available on this continent. Every day, Monday through Friday, the Library telex sends and receives an average of fifty messages relating to the locating and requesting of books, an indication of the importance of the Interlibrary Loan Service to modern scholarship.

The use of photocopying units in the Library, a service offered at cost and perhaps slightly subsidized, continues to increase. During the reporting year 1,617,632 pages were copied. The following table indicates the breakdown of this figure:

Xerox Machines	565,482
Xerox Micromaterials	37,594
Coin Operated Machines	1,014,556

The xeroxing figures include both student and library use; those for coin operated machines result from student use exclusively.

Canadian publishers have argued that the quantity of photocopying done in libraries is a threat to the publishing industry, tending to decrease the sales of books. However, a recent study conducted by Mr. Basil Stuart-Stubbs, Librarian of the University of British Columbia, has shown that much of the material copied is short excerpts mostly from periodical literature, or from out-of-print books and journals, and in any case only a small fraction of the material copied was originally published in Canada. Thus, Canadian publishers are not being harmed by the practice of photocopying since the amount of Canadian material copied is not of a sufficient quantity to affect any one publisher.

## STAFF

The number of full-time library staff during 1970-71 was 390 persons.

The Library appointed a qualified personnel officer, Mr. Kenneth McKenzie, to take charge of matters relating to support staff. Under his guidance all University and Library personnel policies and procedures were reviewed and a manual compiled of all University policies pertinent to the Library. As well, a complete job analysis was undertaken of all support staff positions in the Library with a view to preparing job descriptions and reviewing the classification system and adjusting it as necessary.

The support staff as of April 1, 1971 numbered 305. The number of support staff who worked a complete year was 158. An examination of the 124 resignations indicates that the largest turnover was in the more junior positions which are often occupied by young persons recently out of school with uncertain plans for their future. The Library lost, through retirement, the services of a most valuable long service employee, Mrs. Marjorie Corah; for ten years she had been in charge of the Physical Sciences Library.

For the first time in many years the Library was able to recruit qualified professional librarians to fill all positions. The number of academic staff members rose to 86½.

Three senior positions were filled: Mr. Peter Freeman was appointed Law Librarian, Mr. Joseph Lloyd-Jones, Co-ordinator of Systems Planning and Development, and Mr. Seno Laskowski, Chief Cataloguer. This last position had remained unfilled for several years. Other appointments, arranged alphabetically, were Mrs. Laura Anguili, Mrs. Marilyn Bowen, Mrs. Elizabeth Bright, Mr. Charles Cushing, Mrs. Mary Douglas, Miss Elizabeth Johnson, Mrs. Margot McBurney, Mrs. Lillian MacPherson, Mrs. Gloria Novak, Mrs. Mary Ray, Mrs. Anne Sawa, Miss Violet Shatzko, Mrs. Margaret Swanson, and Mr. Bruce Worden.

During the same period the following resigned: Dr. Elizabeth Brewster, Mr. Keith Deane, Mrs. Sylvia Evans, Mrs. Marianne Jamieson, Mrs. Carolyn Lupton, Mrs. Sally Manwaring, Mr. Peter Pridmore, Mrs. Anne Sawa, Mrs. Suseela Subbarao, Mrs. Pauline Vrontos, and Mrs. Lloane Walker.

Seven librarians were transferred to different positions within the Library system either on request or because of Library reorganization.

## **STAFF ACTIVITIES**

During the year the Library's professional staff were active in some forty associations, and attended more than twenty conferences. Over twenty librarians attended the 25th Annual Conference of the Canadian Library Association in Hamilton in June, 1970. The Library's Administrative Officer, Mr. R. Banks, attended the 36th Annual Conference of the International Federation of Library Associations held in Moscow and Leningrad last September.

Two members of the staff held executive offices in library associations during the year; Mr. David Emery was President of the Library Association of Alberta and Mr. Bruce Peel was President of the Bibliographical Society of Canada and past-President of the Canadian Library Association.

In November, Mr. Olin B. Murray Jr., Co-ordinator of Collection Development, spoke at the meeting of the Canadian Association of College and University Libraries which is held in conjunction with the fall meeting of the Association of Universities and Colleges of Canada. The topic of his talk was "National Co-operation in Canada in the Provision and, Sharing of Library Resources."

Mr. Denys Noden represented The University of Alberta Library at the National Conference on Cataloguing Standards in Ottawa in May, 1970, which had been called by the National Librarian, Dr. Guy Sylvestre.

More than thirty librarians attended a seminar on library automation held in Lister Hall on October 5 and 6. The two-day workshop was sponsored jointly by The University of Alberta Library and the local office of IBM.

During July and August, Mrs. Peggy Farnell, Librarian in charge of the Undergraduate Library, acted as Librarian to The University of Alberta Summer Session in Rome.

## **LIBRARY ADMINISTRATION**

The Library administration has continued to keep the policies relating to the organization and services of the Library under constant review. The decision of the provincial government to place a ceiling of 25,000 students on The University of Alberta and the implications this will have on the curve of financial support has forced the Library, along with all other University departments, to re-examine its projections for future operations.

An examination of the Library's finances over the past quinquennium shows that while the total library budget has increased rapidly, the budget for library materials as a percentage of the total has declined from 53.8% to 40.1%. The reasons for this percentage decrease and the corresponding increase in other costs were principally the following: rapid increases in salary levels, the availability of professional librarians to fill long-empty vacancies, acceding to demands for additional and often expensive services, and the investment in automation staff and hardware rentals. If possible, the percentage decrease in the book funds is a trend which must be halted.

As will be indicated below, the Library has organized task forces to examine the feasibility and implications of attempting to automate the Technical Services Departments.

The Co-ordinator of Collection Development, Mr. Olin B. Murray Jr., is working toward the formulation of collection policy. Concern has arisen over the appropriate division of book funds as between the purchase of materials required for current academic teaching and research and the more visionary kind of collective buying in bold anticipation of the future.

The year under review saw completion of plans for the construction of Rutherford II, Phase I. Library staff worked closely with the architect, Joseph Vaitkunas of the firm of Minsos, Vaitkunas, Jamieson, on all aspects of the planning. The new library building will provide 100,000 net square feet and is to be constructed north of Rutherford I and joined to it by a galleria. At the end of the reviewing year, the contract for construction was



Microform Reading Room.

let with occupancy scheduled for December, 1972. As the opening of this library will change the pattern of library service on the campus, the Library administration is busy studying the implications and making plans for 1973 operations.

The accounting activities within the Library system were reviewed by a team headed by Mr. Wm. Colman of the Systems Planning and Development Department. Of the several recommendations, the main one was that all accounting activities be centralized under the Administrative Accounting Section. Another major recommendation was the partial automation of the Library's expense reports with the ultimate goal of being able to produce, via computer, complete monthly commitment reports for the various departments within the Library system. The Accounting Section continued to be ably supervised by Mrs. Marlene Sherban.

A survey of the remaining areas falling under the central library office resulted in the formation of the section referred to as Office Services, of which Mr. Roy Barter was appointed supervisor. This division covers the area of photocopying services, maintenance, supplies, shipping and receiving, and the post office.



Each section of this division has been surveyed and new policies and procedures implemented. The surveys tended to show that since these units were small parts of the total library operation they had tended to be neglected and that there was a need to revise routines so that staff could cope with the increased volume of work. The studies led to changes which have resulted in greater efficiency and a happier staff.

## **SYSTEMS PLANNING AND DEVELOPMENT**

Mr. Joseph Lloyd-Jones arrived on July 1 to take up his duties as Co-ordinator of the Systems Planning and Development Department replacing Mr. Ernest Bird who had ably directed the department during the preceding nine months. Mr. Bird reassumed his position as Senior Systems Analyst within the department.

Mr. Lloyd-Jones reports that the Technical Services Automation Project (TSAP) was the major undertaking of the department this year. During September, a Steering Committee for the above project was formed to design a system in which the general objective is:

...the orderly development of a technical services "Total System," that not only exploits as many of the new technologies as possible, but does so with optimum balance of cost effectiveness and compatibility with other national and provincial library systems.

The design and implementation of a new accounting system for the Library was completed by a task force group headed up by Mr. Wm. Colman, a Systems Analyst within the department. The major result of the survey was the centralization of all accounting activities under the Administrative Accounting Section.

In assessing last year's efforts and looking toward the future Mr. Lloyd-Jones reports:

This was a year of evaluation and planning for systems development within The University of Alberta Library environment. For this reason, there have been no major changes. However, there is a major reorganization planned for the department, to be implemented in April and May of this year. This will emphasize a closer relationship between Systems Planning and Library departments, i.e. systems analysts will be working with Library departmental staff as a team on the various projects. In this way the systems approach will be disseminated through the Library . . . .

## **SELECTIONS DEPARTMENT**

In reporting on the activities of the Selections Department Miss Lilian Leversedge lists a number of collection-building projects worked on in co-operation with teaching departments, some of which are enumerated below.

Dr. Celestin Suchowersky continued to build and consolidate the collection to support Slavonic studies. He prepared a report on our holdings for ACRL, and a list of reference books in Ukrainica Canadiana for the National Library. His *Bibliography of Reference Materials for Comparative Literature* has been found useful in classes in this discipline.

Mr. Keith Wikeley continued work on an annotated bibliography of old high German philology, and also worked on collection-building in Italian studies.

Mr. Gilbert Delplanque continued his work on current French-Canadian publications. In default of a reliable dealer he checked current newspapers, publishers' announcements and book reviews for notices of new books. As a result, the Library placed orders for some 886 new French-Canadian titles. A list of the best works of French writers of the twentieth century is being compiled. For Spanish studies, Mr. Delplanque completed a bibliography of the Spanish Civil War to be used as a selection tool in Spanish literature.

Mrs. Dorothy Chen has worked in the field of English literature. One of her accomplishments was an extensive bibliography of satire and satirists.

The department continues the search for a reliable dealer who can provide the library with current English-Canadian publications.

The purchase of a few subject collections and special libraries were negotiated this year. It has been possible to select wanted titles from collections, sometimes less than half those offered, which is a reflection on the present state of the secondhand book market.

## ORDER DEPARTMENT

Mr. David Emery reports on the trends in his department:

From time to time there occurs in every organization a strongly-felt need to examine aims and achievements which have previously been taken for granted. The past twelve months, providing as they did a lull in the previous years' ever rising tide of financial expansion and book-intake, permitted the department at last to draw breath and re-assess its performance. It is therefore not surprising that the past year has been dominated by a note of enquiry and self-examination. Three major surveys on accounting, automation and personnel have been conducted, and some of the results have already been approved and implemented; others will follow in the future. The main results to date have been to provide a great deal of data on the operations of the department, to give a clearer picture of what we are achieving, and to suggest ways how we may go about improving it. A heartwarming improvement in the personnel pattern of the department may be remarked upon. Turnover has been considerably reduced, and average

length of service has therefore increased proportionately. Much intelligent interest has been displayed by individual staff members in the operations of the department, and in the progress of the various surveys mentioned above. The support staff, who played a major role in providing the data for the Accounting Survey, showed the greatest enthusiasm in their participation, and a great anxiousness to implement its findings. Signs of resistance to change there were none, and in fact much discontent was expressed when change did not come with the rapidity that had been expected . . .

... Discussions throughout the year have tended to strengthen the concept of the department as a part of a central acquisition function, whose principal role is to identify the material to be purchased, and to get it into the Library in the shortest possible time; all else is not really germane to its purpose. Hence the welcome accorded the findings of the Accounting Survey, which recommended the centralization of the accounting function in a newly-instituted Account Section; also to the proposal that procedures and records be adjusted to accommodate title-searching at the pre-order stage, in order to reduce the amount of bibliographical checking required prior to the placing of an order. To separate the order and cataloguing functions at this time, when "total systems" is the rallying cry, may seem somewhat unfashionable, but it is a step we are prepared to take, confident that we have adequate justification in terms of efficient and economic staff deployment.

The Bibliographical Section checked 77,789 titles requested, of which 25.1% were rejected as titles already in the Library or on order. An experiment was conducted to determine the results to be expected in changing from a "main-entry" to a "title" approach in conducting searching for pre-order purposes with the aim of eliminating duplication in checking.

The total number of orders issued for monographic works was 62,986, a decrease of 7,390 over the previous year. Purchases dropped by 3,239 volumes from the previous year to 122,804 volumes. However this decline was offset by continuing expansion in the acquisition of audiovisual material.

The Standing and Blanket Orders Section was under the supervision of Mr. John Plant. There were 6,069 standing orders which brought 9,172 volumes into the Library collection. Blanket orders were further expanded during the year to include Italian language and literature and German and Dutch historical materials. At the end of the year the following blanket orders were in operation:

British Trade and University Presses

Canadiana

Dutch publications on History

English Literature

French publications on Language, Literature and History

German publications on Language, Literature and History

Italian publications on Language and Literature

Latin American Trade and University Presses  
 Law  
 Medicine  
 Slavic Studies  
 Spanish publications on Language and Literature  
 United States Trade and University Presses

Through its blanket order programme the Library received 20,831 volumes, an increase of 3,180 over the previous year.

The total book appropriation available during the year was \$2,203,791.61 which was distributed as follows:

Regular Orders . . . . .	\$1,351,004.81	(61.3%)
Periodicals (backfiles) . . . . .	527,603.80	(23.9%)
Blanket Orders . . . . .	182,680.00	( 8.3%)
Standing Orders . . . . .	142,503.00	( 6.5%)

Funds committed, but unspent, representing books ordered but not yet received, totalled \$269,333.77.

## OUT-OF-PRINT SECTION

Mr. L. E. S. Gutteridge, Out-of-Print Officer, reporting on his search for the elusive older books, states that England is the cheapest and best place to obtain the majority of out-of-print books of a general nature. In view of the long postal strike in Britain, our success in obtaining a total of 6,414 volumes was a good result.

## CATALOGUING DEPARTMENT

Mr. Seno Laskowski, who arrived to take over the management of the Cataloguing Department on December 1, reports that the department had one of its most successful years in terms of volumes accessioned, catalogued and processed.

As a result of a slight increase in staff, some changes in procedures, and a concerted effort by the Cataloguing staff, all previous records of titles catalogued and volumes processed, cards filed etc., were surpassed. 118,223 new volumes were processed, an increase of 19,096 volumes over 1969-70, and only 1,371 short of the total number of volumes accessioned. Hopefully by changing a few routines and introducing new procedures, as for example subject tick tracings and joining into co-operative or shared cataloguing with other libraries, we will be able to further increase the output to the extent that the number of volumes catalogued will at least match the number of new volumes accessioned. But this still leaves the backlog of approximately 15,000 volumes untouched and inaccessible to the user. If the backlog is to be eliminated and if we are to be current in cataloguing there will of necessity have to be a further increase in staff, specifically at the LA II level.



Mr. Bruce Peel, Librarian to the University, speaking with His Grace Bishop Victorin.

With the establishment of the Technical Services Automation Project, in the fall of 1970, Cataloguing and other Technical Services Departments have entered a new phase in their operations. The conversion of catalogue data into machine-readable form and the resultant by-products of such a system will radically change future processing routines and will necessitate further organizational changes in the department. Some of the preliminary systems work, such as the documentation of present routines and processes have been completed. Staff have been most co-operative in spite of having been subjected to the numerous surveys conducted by Systems, Personnel, and IBM.

The installation of the Micrographic Catalogue Retrieval System (MCRS) in the Searching Section has resulted in much more efficient searching routines. Books with LC card numbers are now searched immediately, and if LC copy is available, can be processed within a few weeks, or even days if necessary. Unfortunately, the basic MCRS system provides no title access. The LC card approach eliminates the searching of all non U.S. imprints from the MCRS system. Only with the addition of the title index will we be able to make the most effective use of MCRS.

The year saw many changes in the Records and Processing Departments.

Well over 1,000 titles have been transferred since the summer of 1970. Several major changes in procedure and routine in the Typing, Revising, and Lettering Sections have resulted in the faster movement of books through the Processing Division of the department. These changes, at

first, placed a great deal of strain on all the staff members involved. Their willingness to experiment and co-operate has ensured the success of this venture. With the help of two cataloguing assistants, a backlog of books waiting revision was cleared up in March. This enabled the new routines to be implemented in full. These changes in the Cataloguing Department have affected other departments in the Library system. Books and cards arrive separately—sometimes almost faster than they can be handled! The other sections of the division will also be studied closely with a view to increasing efficiency.

The Cataloguing Section processed 104,619 monographs and 13,604 serials, a total of 118,223 volumes. This total compared with 99,127 the previous year. In addition, 1,254 micromaterials were processed, representing 24,779 items. The department produced 634,851 cards of which 359,457 were filed in the Union Catalogue. The breakdown of the volumes sent out of the department to various library departments is as follows: Clinical Medicine, 2,056; Education, 13,431; Engineering, 1,104; Law, 7,687; Mathematics, 1,480; Physical Education, 766; Reference, 3,789; Physical Science, 3,492; Rutherford Undergraduate, 10,283; General Science, 19,762; Medicine, 6,818; Humanities and Social Sciences, 79,142.

## PERIODICALS DEPARTMENT

Mr. Eugene Olson, Periodicals Librarian, reporting on 1970/71 says by way of introduction that it was

...a year in which changes in the general economic climate and upheavals in the periodical publishing business made themselves felt in this area of the library. The increased value of the Canadian dollar over foreign currencies provided our department with more purchasing power for periodicals which for the most part have to be imported.

Within the department it was a year of study and revision.

Our accounting procedures were reviewed as part of the larger accounting structure of the Library. Our newspaper selection and retention practices were studied. Also, the general operations of the department and its place as one of the Library's Technical Services are under consideration by the Technical Services department heads and the Technical Services Automation Programme Committee.

In the Periodicals Reading Room the stock increased by 3% to a total of 3,232.

Recorded usage of the reading room, however, grew substantially continuing the trend noted last year after occupying the basement quarters. Internal circulation increased by 91% and external circulation by 26%. Expressed another way, this meant 28 on-site readings and 2.3 loans per current title during the past year. As would be expected, the heaviest use periods occurred in the months of the Winter Term associated with mid-term and end-of-term examinations. The number of short reference questions handled by the reading room staff was 9,147, an increase of 64%.

## In the newspaper delivery service

...an apparent reduction in the number of items retrieved from our storage area occurred this past year. In response to 193 requests for 52 different titles, 435 single issues and 99 months worth of newspapers were brought to the Periodicals Reading Room for consultation. Almost one half of the requests were for 5 titles, the *Christian Science Monitor*, *The Wall Street Journal*, *Figaro Litteraire*, *Nouvel Observateur* and *Nouvelles Litteraires*. Each of these titles is known to be available on microfilm should circumstances require replacing our original files.

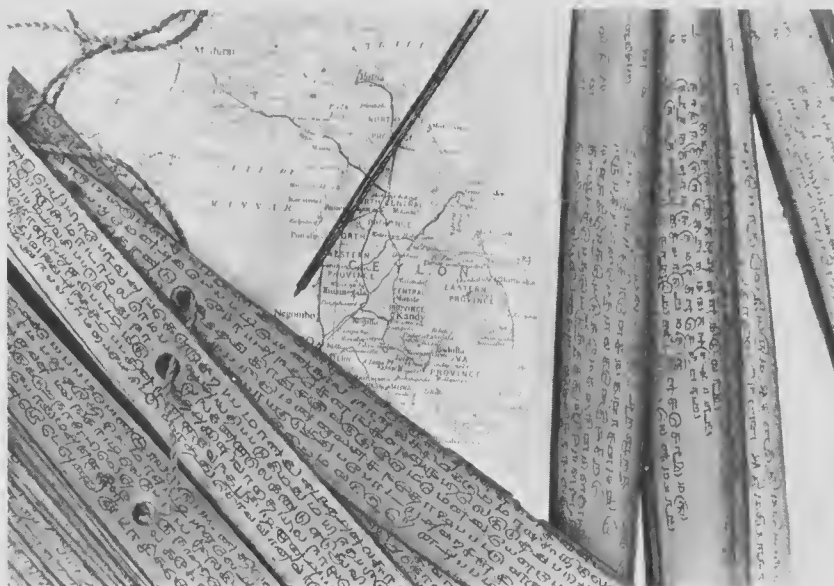
Newspaper usage continues to be monitored to determine the relative importance of our accumulated back years of specific titles. The report of the newspaper review committee was not available by year-end which necessitates a continuance of the status quo of our collection into 1971-72 despite the serious implications it has in storage, handling and subscription costs.

Arrangements were made to acquire 1,662 additional periodicals—1,349 by subscription, 23 by exchange agreements and 290 free of charge. The current subscription fund for the year was \$284,250. In the past budget year 39% of payments were made to subscription agencies, 33% went to a group of 24 major journal publishing firms and the remaining 28% went to individual periodical publishers.

The dominant feature of periodical publishing in 1970 was the death of so many journals. One out of every 23 titles on our subscription list at the start of the year was no longer being received by the end of March, 1971. At the latter date the Library had 12,569 active titles on file, an 8% increase in subscriptions over the previous year. An additional 1,363 titles were on order or in process which, when received, will bring the total number of periodicals received to 13,932. Studies made showed that the average frequency of arrival of our periodicals is 9 times per annum while for newspapers it is 160 issues. The estimate of current items handled during the year is 155,000.

In the Back Orders Section the value of back orders on hand in April or initiated throughout the year exceeded the half-million dollar mark. The heaviest purchasing activity was concentrated in order for the Faculties of Law, Engineering, Medicine, the Arts Faculty Library Committee, and the Departments of Mathematics, English and Chemistry respectively. The number of earlier volumes purchased was 18,307. Of these over half were unbound. The department acquired 138 periodical titles in microform.

The processing unit processed 24,494 volumes, of which two-thirds were current periodicals sent to be bound, while one-third represented new acquisitions by the Back Order Section. In microform 142 titles were processed in the form of 2,729 reels of microfilm, 2,503 microfiche, 163 microcards and 218 microprint.



Stylus and two palm-leaf books from Ceylon written in Tamil.

## BINDERY PREPARATION UNIT

Mr. Alan Rankin, in charge of the Bindery Preparation Unit, reports that the Library had 5,609 more volumes bound this past year, a total of 36,294. The breakdown of material bound was as follows: 15,975 journals; 11,055 checkbinds; 3,822 books; 5,234 rebinds; 124 perma-binds. The expenditure on binding slightly exceeded \$160,000. There were minor changes in procedures to accommodate the wishes of the Periodicals and Cataloguing Departments, but these were of a nature which increased the unit work time per volume. A new cutting machine was purchased, and an additional staff member added.

## CIRCULATION DEPARTMENT

The main Circulation Department of the Cameron Library heretofore has been responsible for the circulation of books from the Humanities and Social Sciences floors and for a miscellany of other tasks including some involvement in book selection. In the drastic reorganization alluded to elsewhere this unit has become strictly a circulation control centre. The automation of our circulation control system has enabled consolidation of all charging out of books in the Cameron Library at this central point thus eliminating the necessity of charge out units on the General Sciences and



Medical Sciences floors. Problems with the automated circulation system have greatly diminished in the second year of operation. The Cameron Library Reserve Book Section, intended for the use of upper class students, has been closed and the reserve book service again consolidated in the Rutherford Library. Two reserve book areas tended to confuse students because of the overlapping of courses and books, and in the Library's financial retrenchment the amount of use did not justify the cost of its operation. In the interests of better utilization of staff, the fines, library identification card and carrell allocation operations are being consolidated in the space thus relieved on the second floor.

Problems with student fines have lessened but these have not entirely disappeared. Miss Freifield, Co-ordinator of Circulation Services, reports that at the end of the 1970-71 year, between March 1 and May 30, students made 1,080 appeals from fines. An indication of the spirit of enforcement is that 672 of these were granted; the Library gives a student the benefit of any doubt.

## **REFERENCE DEPARTMENT, HUMANITIES AND SOCIAL SCIENCES**

Mrs. Olga Anderson reports on the work of the Reference Department as follows:

The most significant achievements in the Reference Department were in the establishment of policies governing the nature of the Reference, Micro-materials and Documents collections and in the installation of a Catalogue Information Desk, staffed jointly by Reference and Technical Service staff. The policy decisions on collective development changed the character of all three collections, while the installation of a catalogue information service gave tremendous impetus and direction to a more intelligent and intensive use of all collections within the library system but particularly to the Micro-materials and Documents collections which are not fully accessible through the Union Catalogue.

Reference services were strengthened by the addition of two new professional and one clerical position increasing the strength of the department to ten full-time librarians and eight full-time clericals who shared responsibilities in four sections of the department—Reference, Micromaterials, Documents, and Interlibrary Loans. Two new senior positions were created within the Reference Reading Room—a Co-ordinator of Catalogue Information Services, assumed by Mr. C. D. Sharplin and a Supervisor for the Reference Reading Room, assumed by Miss Frances Mielke our former Interlibrary Loans Librarian. Mrs. Elizabeth Schwob was promoted to the latter position.

As a result of a more active user-oriented policy towards reference and information services, reference staff spent an unusually hectic winter coping with a record number of requests for assistance in the use of the Union Catalogue and the resources of the Reference, Bibliography, Micro-materials and Documents collections. Most of this assistance was given on an individual basis although there was also an increased demand for library

orientation and bibliographic lectures. The reference staff answered a total of 40,578 reference queries from four information desks located in the Union Catalogue, Reference, Micromaterials and Documents areas, gave a total of 41 lectures, compiled seven new bibliographies and revised three others. Reference queries encountered at the four service desks accounted for a 122% increase over the previous year.

Of the 23,053 questions handled at the Reference Information Desk, 41% were received by telephone. Many of these were for Catalogue Information. 12,066 questions were encountered at the Catalogue Information Desk raising the total number of reference and catalogue information questions to 35,119 and accounting for 130% increase in the total number of requests for this type of information.

The Reference Department added 2,896 books, of which 2,176 were new titles, to the reference collection. An additional 255 volumes made up of 144 titles from the circulating "Z" collection housed in Education were transferred into the reference collection in response to frequent appeals from faculty and graduate students.

An attempt was made to establish guidelines for the selection and maintenance of the reference books in the collection resulting in a number of major changes in the types of materials to be retained. 1,098 statistical yearbooks, composed of 116 titles, were transferred to the Documents collection, 195 specialized atlases were transferred into the General Science or Main Collection and approximately 700 volumes or 267 titles were weeded out of the collection and are being discarded or transferred into the Main collection. An additional list of 211 serials has been compiled awaiting automatic transfer of back issues into the Main collection upon the arrival of the new edition of the title.

## Interlibrary Loans Section

Mrs. Elizabeth Schwob, Interlibrary Loans Librarian, reports that there has been a continued increase in the number of incoming and outgoing transactions handled by our Library. Our statistics indicate that there were 19,696 total transactions, a workload increase of 24.4% over last year. This was handled by a staff of one librarian and 3½ clericals plus 2 excellent student assistants. Of these 19,696 total transactions, 10,924 were on requests submitted by our users (an increase of 14.4%) and 8,772 were on requests received from other libraries (an increase of 40%). Because there has been no corresponding increase in staff to handle these requests there has been some deterioration in the service provided to other libraries.

There seems to be greater user satisfaction in our service. The newly introduced practice of parcelling out requests among reference librarians in all libraries according to subject specialties for verification purposes has increased the efficiency of the service. The librarians are able to consult with the users and in many cases, suggest alternate sources for obtaining the materials or indicate the difficulty in obtaining many of them.

Of the 7,301 requests placed by faculty members and graduate students, 14% were returned because the material was already in our library, or we were unable to verify them. An additional 13% were cancelled because the material was not available on loan from other institutions. The heaviest users, according to teaching departments were Romance Languages, History, English, and Physical Education, in that order.

Of the 8,772 items requested of us by other institutions, 35.2% were for items we were unable to supply. This is partially due to our policy of cutting down on the amount of searching, and partially to the demands made on us by smaller institutions which are unable to verify their requests.

2,872 photocopies were purchased for our borrowers, an increase of 10.7% while 2,383 books were obtained on loan, an increase of 16.5%. Our library lent 1,902 books to other institutions (an increase of only .5%) and sold 3,329 photocopies, an increase of 35.4%. 451 theses were microfilmed and sold, a decrease in requests for our theses. The use of telex continued to increase. 13,533 messages were transmitted this year, an increase of 27.4%.

Unfortunately, our services cannot be increased to any great extent next year due to staff shortages and the cut in student assistance. As the needs of our own users get priority, it will be the outside institutions that will feel the effects.

## Micromaterials Reading Room

Miss Margaret Salmond, Micromaterials Librarian, reports a continued growth in the Micromaterials collection and an increased demand for the services offered. While there was a slight decrease in the number of opaque materials added, there was a significant increase in the transparent materials, reflecting a publishing trend to greater use of transparent media, and creating storage problems with film. The physical conditions in the reading room were adequate all year, and more people remained in the Library to read microforms. There were 3,729 people using the service, an increase of 75%, and more of these people came on weekends and in the evenings, which changed the requirements for staffing. The reference staff found it difficult to maintain service on two floors, so the micromaterials staff worked evenings during the winter session, assisted by a student.

Throughout the year emphasis has been placed on publicizing the contents of the microform collection. Since the collection became part of the Reference Department, the reference librarians have helped to staff the area and have become familiar with the collection. This enables them to alert students at the reference desk and the catalogue information desk to additional material in microform which may not be easily accessible through the public catalogue. A list of collections was compiled and distributed, stressing those collections which are not analyzed and for which the printed indexes and bibliographies serve as indexes rather than the card catalogue. Tours and lectures were given to students, as requested by faculty, and proved an excellent way to acquaint students with the wealth of resources available.

## Documents Reading Room

Dr. W. Hyrak, Documents Librarian, reports 10,202 items added to the Documents collection. Some major policy decisions were made regarding the nature of the collection, resulting in a transfer of approximately 5,000 publications formerly housed in Documents to the Science Library. In addition, many important publications of the United Nations and other international organizations previously catalogued in the main collection were transferred to Documents making it possible to fill in many gaps in serial publications which were previously incomplete in both collections. The 1,098 statistical yearbooks transferred from Reference has made the Documents Reading

Room the most comprehensive source of statistical information in Edmonton. A special project undertaken early in the year to obtain missing documents from all Canadian provinces met with remarkable success adding to the comprehensiveness of the provincial documents collection.

Attendance in the Documents Reading Room shows considerable improvement over the previous year especially after the installation of the catalogue information desk in September which undoubtedly contributed to a greater awareness of the types of materials available in this collection. The insertion of crossreferences in the Union Catalogue guiding the user to the Documents Reading Room may also have contributed to this increase.

Documents staff answered a total of 4,178 reference queries, an increase of 38.9% over the previous year and circulated 7,965 documents externally, an increase of 19.5% over the previous year.

## **RUTHERFORD UNDERGRADUATE LIBRARY**

Mrs. Peggy Farnell reports that the Undergraduate Library collection added 7,784 volumes, bringing its stock to over 63,000. A committee of two, Mr. Olin B. Murray Jr., Co-ordinator of Collection Development, and the Undergraduate Librarian, undertook a study of the present collection in order to chart its future development. In addition to books, the Library added 27 new periodical subscriptions and some 300 pamphlets.

The total circulation from the Rutherford Undergraduate Library was 205,787 volumes borrowed for external use from the open shelf and the reserve collections. The increase was only 3,675 volumes. However, in addition, the Library recorded an internal circulation of 70,000. Mrs. Bednarski, Supervisor of the Reserve Reading Room, reports that she placed 7,360 books and 4,400 pamphlets on reserve for 388 undergraduate courses. At the end of the term, reports on the use of the reserve books in each course were sent to all instructors using this service.

The number of reference questions nearly doubled during the year with a total of 5,445 recorded. The usual freshman orientation program held in the Tory Building was presented to incoming students in September. An attempt at a follow-up program two months later was disappointing. Though well advertised, the attendance was small.

## **GENERAL SCIENCES DEPARTMENT**

The General Sciences staff has been more involved in collection development than in previous years. In addition to assisting library representatives in the various faculties with suggestions and bibliographical service, the staff has accepted responsibility for committing the Engineering Faculty funds following a collection development plan suggested by the Engineering Faculty

Library Committee. In addition, the staff is responsible for submitting requisitions to strengthen holdings and gaps in the General Science collection. New acquisitions processed for the department included 4,479 monographs, 2,092 added volumes, 2,028 documents, and 2,927 back volumes of periodicals. Orders were placed for 811 new periodical subscriptions and 72 added subscriptions for indexing and abstracting services in the science reference collection. The reference collection was further enriched by the addition of 403 new titles and 913 added volumes from standing orders.

The external circulation increased 6.36% to 63,870 internal circulation by 3.83% to 11,140, and the reserve shelf circulation 4% to 2,878. There was a surprising decrease in recalls of 29% to 6,447.

The usual informal orientation and instruction services were provided for new students and faculty, while more formal lectures and tours were organized on requests for several science departments. Specialized bibliographies were compiled for distribution to participants on these tours.

A major bibliographical achievement was the computer produced list of "Periodicals received in General Sciences, Engineering, Mathematics and Physical Sciences Libraries and the Computing Science Department."

The Science reference and information services answered 5,211 reference questions, a figure which does not include requests for bibliographical information, directional or cataloguing assistance. The department appointed a SDI information committee with a view to promoting information on SDI to interested faculty and students, advertising SDI services and communicating with other libraries offering such service. The General Science search editors prepared 23 profiles, of which 20 are operational with the National Science Library and one with AIRA.

**Physical Sciences Reading Room**— Mrs. Marjorie Corah, Supervisor of the Physical Sciences Library, reports that acquisitions for 1970-71 include 2,028 new titles and added copies, 280 back volumes of periodicals, and 53 new periodical subscriptions.

The supervisor attributes the substantial expansion of library usage to easier access through the new Central Academic Building. The total internal circulation was 10,720 volumes, an increase of 27%, while the external circulation was 35,883, an increase of 42%.

**Mathematics Reading Room**— Mr. Masood Ahmad, Supervisor of the Mathematics Reading Room, reports that the new location in the

Central Academic Building is more accessible for inter-disciplinary borrowers than the former space in the Campus Towers. It has inter-building connections on three sides with such departments as the Electrical Engineering Building, the Chemistry-Physics Science Building, and the Camcron Library. Attendance increased from 4,530 to 5,052. This reading room circulated 8,133 volumes externally (15% increase) and 10,470 volumes internally (26% increase). Acquisitions for 1970-71 were 1,282 new books and added volumes, 443 back volumes of periodicals, and 5 new periodical subscriptions.

**Engineering Reading Room**— Mrs. Lynne Thompson, Supervisor of the Engineering Reading Room, reports that during the year, 2,870 volumes were circulated externally, an increase of 109% over the previous year. The recorded attendance was 6,699, an increase of 42%. The library's collection was strengthened by 870 new books, 258 back volumes of periodicals, and 11 new periodical subscriptions. 301 books from the General Sciences Library were placed on the reserve shelves for 51 courses. As a result of augmented circulation and attendance, there was a sharp increase in requests for delivery in zerox services and in general reference questions.

## **MEDICAL SCIENCES DEPARTMENT**

The Medical Librarian, Miss Phyllis Russell, summarizes the work of her department thus:

In the area of collection development the Medical Sciences Library staff has continued to work closely with the Faculty of the School of Nursing. Miss Margaret Parkin, Librarian, Canadian Nurses' Association, surveyed the Nursing collection and found that it is now quite adequate with only one or two weak areas. The Nursing collection was integrated into the Medical Sciences Library in June, 1970 when the Nursing-Rehabilitation Medicine Reading Room in Corbett Hall was closed and Miss Parkin stressed that this integration considerably strengthened the Nursing collection. The Dentistry collection was surveyed by Miss Minnie Orfanos, Librarian, Northwestern University Dental School. Miss Orfanos was surveying all the dental school libraries in Canada, sponsored by the Association of Canadian Faculties of Dentistry. Her report has not yet been received. 9,709 bound journals and books were added to the collection bringing the collection total to 66,677 volumes. 117 new serial titles were added bringing the total number of serial subscriptions to 2,450.

The time spent on lengthy literature searches was 1,151 hours or 164.42 working days. This is an increase of 6% from the previous year. This is a unique type of reference service offered by the Medical Sciences Library to University faculty and all physicians in the province. Seven MEDLARS searches were submitted to the National Science Library. There were a total of 14,836 general and reference inquiries, an increase of only 0.23% from the previous year. A bibliography of dental reference services was compiled and the bibliography of drug evaluation literature was updated.

Seven lectures on the rudiments of hospital libraries were given to the medical record students at NAIT.

The staff in the department filled 2,138 requests for xeroxing. A total of 145,000 pages were xeroxed on the cash xerox in the Medical Sciences Library.

The circulation of materials increased by 32% for external use and by 37% for internal use.

A fairly regular delivery service now exists between the Medical Sciences Library and the city hospitals whereby there is a pickup of library materials, particularly on Friday afternoons. This service involves more time on the part of the library staff as the material must be gathered and signed out, functions normally performed by the library user. The library gives a great deal of assistance to the hospital libraries and therefore indirectly to physicians, in checking of references, directory information, etc.

**John W. Scott Reading Room**—The Supervisor of the reading room, Miss Dorothy Hladilo, reports that seven new periodical subscriptions were placed bringing the total to 249. New medical books received totalled 199, to bring the collection to 1,209. The reading room circulated 8,993 volumes externally and 36,156 volumes internally; increases of 42% and 74% respectively. Miss Russell reports that the doctors have been making extensive use of the shuttle service which is provided between this reading room and the Medical Sciences Library in Cameron. There were 3,940 periodical volumes and 1,313 books delivered during the year.

## **LAW LIBRARY**

At the beginning of the year, Professor Peter Freeman, formerly a full-time member of the teaching staff of the Law Faculty, returned from the University of Washington School of Library Science to take up his duties as Law Librarian. Mrs. Lillian MacPherson who had had experience in law libraries was also a valuable addition to the staff.

The past year was a significant one for the Law Library in that it was a year of planning in anticipation of the move to the new Law Centre to open in the Autumn of 1971. Consequently their last year in the Rutherford Library building became a holding operation with more students than places and more books than shelf space.

The expenditure on law materials other than current periodicals was \$126,197. The Library added 8,766 volumes consisting of 4,597 texts; 61 reference books; 2,164 periodicals; 1,673 reports and 271 statutes and codes. One of the effects of the move to new quarters will be a comprehensive arrangement of the collection which should enable the staff to better assess the collection and thereby fill in

the necessary gaps. The new Law Librarian improved communications with the Acquisitions Department with a view to speeding up the ordering process as it related to law materials. Substantial effort was spent on back orders and improving the periodicals collection.

The shelf list of Osgoode Hall School at York University was purchased with a view to reclassifying the collection. The Library is entering into the co-operative cataloguing arrangements for law materials with the Universities of Manitoba, Windsor, Western Ontario, New Brunswick, and Osgoode at York.

The staff instituted several internal programmes to better assist the faculty in remaining current with legal literature. More comprehensive instruction of students into legal bibliography is necessary and is planned for the coming year. The *Legal Research Guide* developed last year is to be up-dated and expanded since this is a valuable tool for both students and faculty. Provincial judges have been circulated periodically with lists of books considered to be of interest to them, and their response has been most gratifying. Negotiations are currently underway with the provincial Law Society to develop service and assistance to the legal profession.

The total external circulation was 52,538, a three-fold increase. This increase was in part due to a change in statistics keeping, in that the use of reserve books has been listed as external circulation rather than internal circulation as in the past.

## EDUCATION LIBRARY

The Education Librarian, Miss Nancy Pappas, in her report notes that the major change in the library operation was in connection with the circulation service. As indicated earlier, the control of all circulation service on campus has been centralized, thus freeing staff, particularly the professional librarians, to concentrate on reference and information service. As part of the same consolidation, the circulation equipment was placed at the main desk near the exit and thus the circulation point in the Curriculum Laboratory closed. External circulation during the year increased by 27,998, or an overall increase of 8.9%, while internal circulation increased by 63,989, or an overall increase of 25.4%. The Education Library continues to be one of the more heavily used service points accounting for slightly more than a quarter of the total circulation in the Library system.

With the addition of a fifth professional library position, the Education Library was able for the first time since 1968 to have a professional staff member available for reference service on all three floors and, in addition, to have a professional librarian on



duty each week night. Not only was it possible to offer better reference service but more and better orientation tours and lectures to students.

The most impressive area of the Education Library, if one can judge from outside interest, continues to be the Curriculum Laboratory, for during the year a number of official visitors came to examine the operation with a view to adapting the procedures to fit their own operations. This reflects the current interest in the use of multi-media in the educational process. The variety in types of material is indicated in the year's acquisitions listed further along in this report. The Curriculum Laboratory continued its close relationship with the Curriculum Materials Preparation Area. The 69 orientation tours given by Miss Diane Rhyason were closely coordinated with the ones given in the Curriculum Materials Preparation Area. A slide-tape orientation is in the process of preparation. Miss Rhyason again gave classroom instruction to children's literature students and to Education students on the use of ERIC documents.

The number of books added to the Education Library was 12,260, but unfortunately no separate breakdown was kept of those added to the "Z" collection. In the area of audio-visual materials, the Library added the following number of titles in each category: art prints—295; charts, individual—292; charts, sets—68; kits (sound film strips)—432; laboratory kits—454; filmstrips—4,165; filmloops—907; maps—44; maps, rolled—148; model and globes—30; phonodisks—885; phototapes—863; slides, in sets—182; study prints—242; transparencies—394. In addition, the Curriculum Library added pictures, tests, miscellaneous maps, pamphlets, children's stories, and theses. The Library added 642 microfilm reels and approximately 15,200 microfiche (the latter were mostly ERIC publications).

In the matter of space, the Education Library expects to re-occupy that part of the third floor presently being used by the Library School when the latter department moves out in the autumn of 1971. This will also relieve the stack shortage when the "Z" collection, temporarily shelved in Education, moves as well.

**Physical Education Library**—After three years of service, the Physical Education Library continues as a very small operation. The collection has increased to 2,225 bound volumes, while the Library subscribes to 105 periodicals. For security reasons, a decision was made to move the readers into Room 127, keeping only 4 seats for reference use in the Library proper. This results in students having to check out all material for use in Room 127—even when the material is only to be used for a short time.

## SPECIAL COLLECTIONS DEPARTMENT

At the beginning of the reporting year the reorganization of the Special Collections Department was completed and the decisions reached were codified in an administrative document. The latter also included a revision of the criteria governing the inclusion of materials in the collection. Among the decisions reached were that oversize books should henceforth be located on the open shelves, that the Woods, Powers and Salzburg collections would not be kept together as units, and that "Special Collections" and "Pamphlets" would replace all other designators for material housed in the collection and as location stamps.

During the year the room was furnished in the opulence usually associated with rare book reading rooms and the results are very pleasing.

The library staff now comprises two professionals with the transfer to the department of Miss Yvonne Fenton. With only one support staff and some part-time student help, it has been found difficult to keep the department open long hours, and without adequate clerical assistance a state of staff imbalance has been created.

Through the screening process operated by the Orders Department, 1,408 items were added to the Special Collections backlog to await eventual cataloguing. The bulk of the material added to the collections continues to be purchased by the Departments of English, History and Modern Languages. An examination of the collections makes it apparent that money has not been spent wisely by teaching departments and that collections are being developed in a haphazard fashion. The acquisition of particular items is not dependent on proven need, but on the availability either of materials or of funds. The Librarian, Mr. Brian McMullin, continues to watch for significant titles to round out collections; among those strengthened during the year were Yeats, D. H. Lawrence, Wordsworth, and the Cuala Press, while lesser purchases added to our collections on Dickens, Bunyan, Milton and the Grabhorn Press.

The collection of theses written at The University of Alberta was transferred from the Reference Department—some 5,000 volumes; the number being added yearly is currently about 600.

Cataloguing of Special Collections material remains a serious problem. The backlog at the end of the reporting year stood at 1,706 titles. A decision was taken that the Cataloguing Department will catalogue and classify only post-1800 material until the general backlog has been eliminated. The Special Collections Department is to contribute short-title cataloguing for the pre-1800 material to the HBP project at the University of Western Ontario



General R. Walikowski making the presentation to Dr. Henry Kreisel, Academic Vice-President.

in return for a printout which can be used here as a temporary book catalogue. During the year 159 titles were transferred from the open shelves to Special Collections.

The use of material in the Special Collections Department was 2,093, an increase of 96%. In addition, 1,453 theses were consulted for a total circulation of 3,546. Three issues of *News from the Rare Book Room* appeared during the year.

## UNIVERSITY ARCHIVES

Mr. James Parker, University Archivist, opens his report with a quotation of President W. A. R. Kerr in 1938 on the function of the universities:

All universities worthy of the name possess three functions: the storage of knowledge already acquired, the dissemination of knowledge now in man's possession, and the search for new knowledge.

Over the years, the University has also accumulated a great store of knowledge in its records that document the development of higher education in Western Canada. The objective of the Archives is to preserve these sources.

The University Archives Committee has a membership of nine and is chaired by Professor L. H. Thomas. The committee convened

three times to consider various matters of policy and programme. The chief item of business transacted was the authorization of the Archivist to conduct an office records volume survey of campus departments. The result of the survey was reported to the committee and the Archivist began to devise a records retention and disposal plan for the University. The committee also gave approval to a policy which permits the Archives to acquire and preserve staff publications.

There has been an increased interest in the response to the archival programme. Assistance was given to several faculties and departments in establishing records filing systems. Several large inventories of records were completed. A finding aid to the papers of Dr. Robert Charles Wallace, the second president of the University, was nearing completion.

Among the 227 accessions registered during the past year, the more interesting ones include Minutes of the Senate, General Faculties Council, Graduate Studies, and Library Science, and tracings and drawings of campus buildings. The Archives now consists of approximately 900 cubic feet of material, an increase of 225 cubic feet in the past year. Over 280 reference inquiries illustrate the increased use of the Archives, especially by the University administration. Scholars are also coming to research topics such as biographies of former faculty members, curriculum development, and the University's contribution to Western Canada.

A handwritten signature in cursive script, reading "Bruce Beel". The signature is fluid and elegant, with a large initial "B" and a long, sweeping underline.

Librarian to the University



In the microform storage area.

## **APPENDICES**

1. Circulation Statistics.
2. Library publications.
3. Selected List of notable Acquisitions.

## EXTERNAL STATISTICS

### 1970-71

	1969-70	1970-71	% Inc./Dec.	% of 1970-71 Total
Cameron Library				
Main Circulation				
(2nd, 3rd, 4th, and 5th fl.)	227,398	267,161	+ 17.0	26.8
General Sciences (4th fl.)	60,053	63,870	+ 6.0	6.4
Medical Sciences (5th fl.)	31,100	40,940	+ 32.0	4.1
Periodicals	5,930	7,450	+ 26.0	.7
Reserve Room	4,661	5,904	+ 27.0	.7
TOTAL	329,142	385,325	+ 17.0	38.7
Education Library				
Main Circulation	143,019	160,709	+ 12.0	16.1
Reserve Room	55,158	55,974	+ 1.0	5.6
Curriculum Lab.	73,715	83,297	+ 13.0	8.4
TOTAL	271,892	299,980	+ 10.0	30.1
Rutherford Undergraduate Library				
Main Circulation	108,738	111,231	+ 2.0	11.2
Reserve Room	93,374	94,556	+ 1.0	9.5
TOTAL	202,112	205,787	+ 2.0	20.7
Documents	6,603	7,965	+ 21.0	.8
Law Library	12,502	52,538	+ 32.0	5.2
Engineering Library	1,469	2,870	+ 95.0	.3
John W. Scott Library	6,317	9,013	+ 43.0	.9
Mathematics Library	7,173	8,233	+ 15.0	.8
Physical Education Library	8,973	14,109	+ 57.0	1.4
Physical Sciences Library	8,449	10,720	+ 27.0	1.1
TOTAL	854,632	996,540	+ 17.0	100.0

## INTERNAL STATISTICS

### 1970-71

	1969-70	1970-71	% Inc./Dec.	% of 1970-71 Total
Cameron Library				
Social Sciences and Humanities	166,106	196,912	+ 19.0	19.2
General Sciences (4th floor)	107,032	111,140	+ 4.0	10.9
Medical Sciences (5th floor)	86,243	117,954	+ 37.0	11.5
Periodicals	42,515	81,241	+ 91.0	7.9
TOTAL	401,896	507,247	+ 26.0	49.5
Education Library				
Main Circulation	92,431	79,205	- 14.0	7.7
Periodicals	90,501	115,481	+ 28.0	11.3
Curriculum Lab.	95,338	121,221	+ 27.0	11.8
TOTAL	278,270	315,907	+ 14.0	30.8
Rutherford Undergraduate Library	65,089	70,757	+ 9.0	6.9
Documents	9,201	7,765	- 16.0	.8
Law Library	50,718	23,407	- 54.0	2.3
John W. Scott Library	20,803	36,117	+ 74.0	3.5
Mathematics Library	8,287	10,470	+ 26.0	1.0
Physical Education Library	6,102	7,174	+ 18.0	.7
Physical Sciences Library	32,344	45,883	+ 42.0	4.5
TOTAL	872,710	1,024,727	+ 17.0	100.0

## LIBRARY PUBLICATIONS, 1970-71

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- \*ADMINISTRATIVE DOCUMENTS, No. 5-13.
- LIBRARY INFORMATION BULLETIN, Nos. 92-95.
- LIBRARY STAFF INFORMATION BULLETIN, Nos. 85A-98A.
- MISCELLANEOUS PAPERS, No. 4.
- REPORT OF THE UNIVERSITY LIBRARIAN, 1969-70.

### GENERAL SCIENCES DEPARTMENT

- No. 1 REPORT AND THESIS WRITING. 1967, revised 1970.
- No. 2 BOOKS ON PUBLIC SPEAKING. 1967, revised 1970.
- No. 4 INDEXES AND ABSTRACTS. 1967, revised 1970.
- No. 15 HOUSEHOLD ECONOMICS; PERIODICALS. 1970.
- No. 16 ARCTIC MATERIAL OF ENGINEERING INTEREST. 1970.
- No. 17 POLLUTION. 1970.
- No. 18 ENGLISH TRANSLATIONS OF RUSSIAN PERIODICALS. 1970.
- No. 19 COMMUNICATION AND PRESENTATION. 1970.
- No. 20 REFERENCE SOURCES ON TEXTILES. 1970.
- No. 21 BIBLIOGRAPHIC TOOLS . . . IN GENERAL SCIENCES. 1970.
- No. 22 AGRICULTURE: INDEXING AND ABSTRACTING SERVICES. 1970.
- No. 23 REFERENCE SOURCES ON NUTRITION. 1970.
- No. 24 ENGINEERING: an annotated bibliography of the indexing and abstracting services. 1970.
- No. 25 REFERENCES IN SOIL SCIENCE. 1970.
- No. 26 GEOLOGIC FIELD TRIP GUIDEBOOKS OF NORTH AMERICA. 1970.
- No. 27 PERIODICAL LISTS, DIRECTORIES AND CATALOGUES HELD IN THE REFERENCE AREA. GENERAL SCIENCES. 1970.
- No. 28 SELECTED REFERENCE SOURCES IN FOOD SCIENCE. 1971.

### HUMANITIES AND SOCIAL SCIENCES REFERENCE DEPARTMENT

- AMERICAN LITERATURE CHECKLIST (Revised, Fall 1970) (Revised by Sylvia Ransom).
- ANNOTATED BIBLIOGRAPHY OF REFERENCE BOOKS ON GREAT BRITAIN, CANADA AND OTHER COMMONWEALTH COUNTRIES (September, 1970) (Prepared by Judith Meyers).
- A CHECKLIST OF MATERIAL ON THE FAMILY (October, 1970) (Prepared by Elizabeth Schwob).
- GUIDE TO REFERENCE MATERIALS FOR CANADIAN HISTORY AND POLITICS (February 1971) (Prepared by Gordon Miller).
- HUMAN RELATIONS AREA FILES; A LIST OF HOLDINGS IN THE UNIVERSITY OF ALBERTA LIBRARY (January 1971) (Prepared by Margaret Salmond).
- MICROFORM COLLECTIONS AND PROJECTS; AN ANNOTATED LIST OF HOLDINGS (September 1970) (Revised November 1970) (Prepared by Margaret Salmond).

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\*Distribution Limited



MUSIC BIBLIOGRAPHY (Revised Fall, 1970) (Prepared by Sylvia Ransom).  
NEWSPAPERS IN MICROFORM (September, 1970) (Prepared by Margaret Salmond).  
RECENT ACQUISITIONS (Monthly) (Edited by Sylvia Ransom).  
A SHORT CHECK LIST OF SOURCES IN THEATRE HISTORY (Fall, 1970) (Prepared by Sylvia Ransom).

#### **MEDICAL SCIENCES LIBRARY**

A SELECTED ANNOTATED BIBLIOGRAPHY OF DENTAL REFERENCE SOURCES (Fall, 1970) (Compiled by Marnie Swanson and Elizabeth Johnson).

#### **SPECIAL COLLECTIONS**

NEWS FROM THE RARE BOOK ROOM, Vol. 3, No. 2, May, 1970; No. 12, October, 1970; No. 13, March 1971.

#### **UNIVERSITY ARCHIVES**

DESCRIPTIVE INVENTORIES—RECORD GROUPS; DESCRIPTIVE INVENTORIES—MANUSCRIPT GROUPS (In Annual Report of the University Archivist) (March 1971).

### **SELECTED LIST OF NOTABLE ACQUISITIONS**

#### **Collections**

English literature 1780-1850: 1,500 volumes, including works of numerous minor authors in early editions. This was part of a library founded by Ernest Augustus of Cumberland, later King Ernest Augustus of Hanover.

French literature—Romantisme: 1,060 volumes by writers of this period.

Philosophy and intellectual history: 700 volumes, selected from a larger collection.

Philosophy—Author collections: 123 volumes by and about Spinoza, 277 volumes by and about Hegel, 80 volumes of first and early editions of Kant, and critical works.

Philosophy of science and natural philosophy: Our selection from four small collections.

Leroi philosophy collection: Our selection of 586 volumes from this large library.

American political and social movements: 380 titles on labor movements, women's rights, and 20th century social problems.

## Sets

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